



## EXERCISE 9. SET UP CDBG ACTIVITY: PUBLIC SERVICES (w/ Low/Mod Limited Clientele (LMC) CDBG National Objective)

 This exercise is designed to give grantees more practice in setting up common CDBG activities. We are going to use a Public Service project for this activity with a Low/Mod clientele CDBG National Objective.

### Set Up Activity

1. At the MAIN MENU, select “SET UP ACTIVITY” and press **<Enter>** to get into the path.
2. Press **<F2>** for a list of projects. Select “Public Services”, Project 0007, 1997. Press **<Enter>**.
3. **<Tab>** to GRANTEE ACTIVITY NUMBER field and **Type** in a number that identifies this activity for your own purposes.
4. **<Tab>** to ACTIVITY NAME field and **type** in the name of a public service activity that serves a Low/Mod Clientele such as senior citizens, handicapped, or the homeless.
5. **<Tab>** to the SITE ADDRESS/LOCATION field and **type** in the location for this activity. A real location in your community is okay for this exercise. An address might be more appropriate depending on the activity.
6. **<Tab>** to DESCRIPTION field and **type** in information appropriate for this activity.
7. Save information and move to the second activity setup screen.
8. Note that the HUD MATRIX CODE data entry space is already filled with “05”. Use **<F1>** or **KeyStroke Saver** to see the list for the HUD MATRIX CODE. Make a selection or **type** in a code that more precisely describes this activity, if available.
9. Answer the GENERATE PROGRAM INCOME? question by **typing** “N”.
10. INITIAL FUNDING DATE: This field is filled by IDIS.
11. Select **<F1>** to view the list for the ENVIRONMENTAL ASSESSMENT CODE. Select the appropriate code.
12. At the next field (the OTHER ENTITY field), **type** “N”.
13. Save information and move to the third activity setup screen.

14. Press <**F1**> to view the list for ACTIVITY STATUS CODE. “Funds Budgeted” is the default.
  15. <**Tab**> to PROPOSED field and select <**F1**> to view the list for this field. Make a selection.
  16. <**Tab**> to the UNITS field and **type** in a number.
  17. Save information and move to the “Money” screen.
  18. **Type** in an amount of at least \$10,000 in the TOTAL ESTIMATED AMOUNT field.
  19. Place an “X” next to CDBG.
  20. Save information and move to the “CDBG ACTIVITY” screen.
  21. Press <**F1**> or refer to **KeyStroke Saver** to view the list for the CDBG NATIONAL OBJECTIVE. Select “LMC”.
  22. Save information and move to the “DIRECT BENEFIT” screen.
  23. **Type** “P” for COUNTS BY HOUSEHOLDS OR PERSONS?
  24. <**Tab**> to the PRESUMED BENEFIT? field, **type** “Y” and, then **type** “N” for NATURE/LOCATION?
  25. Save information and move to the “DIRECT BENEFIT CONTINUED” screen.
-  *The information you supply here is for reporting accomplishments. Complete this screen when you are ready to do so.*
26. Press <**Enter**> to move to the “Money” screen.
  27. Return to the MAIN MENU.
  28. Select ACTIVITY FUNDING, commit the funds for this activity, and return to the MAIN MENU.